

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION  
SUPERIOR COURT**

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<b>CLASS TITLE:</b>	<b>ACCOUNTING SPECIALIST SUPERVISOR</b>
<b>DEPARTMENT:</b>	<b>SUPERIOR COURT</b>
<b>REPORTS TO:</b>	<b>FISCAL MANAGER</b>

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**CLASS CODE: 095646**  
**FLSA STATUS: N**

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Supervises and performs various complex accounting functions which include compiling information for and disseminating complex management reports and tracking various programs; authorizing payments and processing accounts payable through the financial system; coordinating and reconciling monthly appropriations; collecting, organizing and reporting financial information used in audits, budget development, etc.; and working on special accounting projects.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Manages functions of systems and acts as liaison to include making applicable changes, requesting training and/or requesting system upgrades through appropriate personnel.

Produces complex management reports on a regular basis containing information pertinent to budget tracking, program development, etc.

Tracks various budgetary issues including program costs, operating expenses, payroll costs, etc. and assists in budget development.

Develops and monitors contracts and MOUs.

Provides information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.

Collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Ensures quality standards and compliance with regulations are maintained.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Maintains and upgrades knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to management, elected officials, and others.

Audits payable, claims, purchase orders and/or invoices, checking for accuracy of data entry and adherence to County policies and procedures.

Researches and corrects errors.

Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.

Acts as superior, in his/her absence, for temporary period of time.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal  
General Office Equipment

Typewriter  
Adding Machine

Postage Machine

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree or equivalent from a two-year college or technical school; and,

Four to six years of progressively responsible experience performing book keeping/accounting functions; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Policies and procedures, codes, ordinances and departmental operating standards in assigned department.

Principles and practices of governmental accounts maintenance and operations, including accounts payable, accounts receivable, auditing and payroll procedures and laws.

Administrative principles and practices including goal-setting and implementation.

Administration of staff and activities.

Basic principles and practices of accounting.

Record keeping, report preparation, filing methods and records management techniques.

Basic budgetary principles and practices.

Applicable state, federal and local ordinances, laws, rules and regulations.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Customer service techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as knowledge of computer and other general office equipment.

Standard business arithmetic, including percentages and decimals.

**Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Operating complex computer personal programs via a microcomputer or via a VDT connected to a mainframe computer.

Using mathematics.

Communicating clearly and effectively, both orally and in writing.

Using a typewriter and/or word processing software and equipment.

Operating and routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.

**Mental and Physical Abilities:**

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to write reports, correspondence, and procedure manuals.

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Ability to read, write and perform basic arithmetic calculations in reviewing purchase orders, developing staffing plans and preparing and using budget materials.

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.  
Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to read and comprehend instructions, routine correspondence and memos.

Ability to establish and maintain effective working relationships with others.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.